# MET

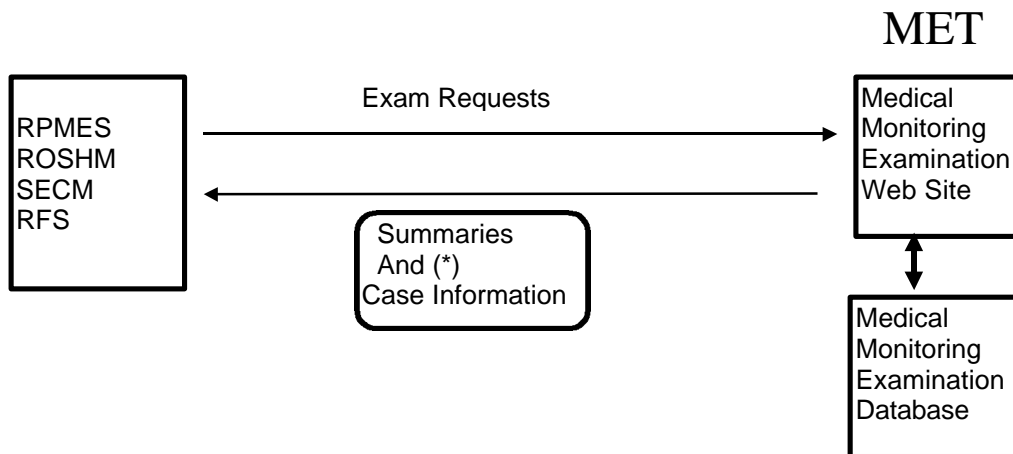## The Medical Monitoring Examination Tracking System
10/28/97

## Introduction

The Medical Monitoring Examination Tracking System (MET) is being developed to improve coordination and communications among the Federal Aviation Administration organizations working in support of the agency Medical Surveillance Program.  Coordination and communication are essential functions for an organization to respond effectively to changes in tasks, conditions, and policy.

Using predominantly existing agency resources and technology, MET is a low cost method to request and track the progress of OSHA mandated and FAA directed medical monitoring examinations.   MET uses standard agency software, in combination with the existing agency computers and network.  Accountability will be enhanced, as program activity will be open to inspection by the RPMES, ROSHM, SECM, RFS, AEE, ANS and AAM.

## Structure

The Medical Monitoring Examination Tracking System consists of:
*    Medical Monitoring Examination Intranet Web-site
*    Medical Monitoring Examination Database

MET



(*)  Case information excludes SSN and medical information other than medical restrictions.

## MET Functions

**MET contains a listing of AAM provided medical monitoring examination types.**
MET contains information fields that describe the different types of medical monitoring examinations available through AAM.

**MET explains the indications for each type of medical monitoring examination, based on OSHA regulations or FAA directives.**
Medical monitoring examination indications, as listed by the CFR and FAA directives, are listed for review on MET.   The indications for specific types of medical monitoring examinations are subject to the continuing review and revision by AEE, as program policy evolves.

**MET will serve as the standard "purchase order" for AAM provided medical monitoring examinations.**
MET will be the agency standard method to request medical monitoring examinations. The RPMES and ROSHM would be responsible to use MET to request appropriate medical monitoring examinations on employees in their region. As the RPMES and ROSHM deem appropriate, they may delegate the authority to request examinations within their region to the SECM.

Each request submitted to MET will be entered into the Medical Monitoring database, located at the Civil Aeromedical Institute, and will be available to the RFS in the region listed as the employee's current work address. The RFS will conduct/contract examinations requested through MET, but will not be responsible to conduct any medical monitoring examinations not requested through MET.

**MET will allow the RPMES, ROSHM and SECM to check on the status of a requested examination, including the completion date, and any RFS directed medical work restrictions.**
MET will simplify tracking of medical monitoring examinations, and make it easy to identify pending and completed examinations. The process of examination requests and completion may be easily tracked. This will normally include:
- The RPMES, ROSHM or SECM request the appropriate examination;
- The RFS authorizes the examination and an invoice is printed;
- The invoice and any needed examination paperwork is sent to the employee's supervisor;
- The supervisor gives the forms to the employee;
- The employee will schedule and attend the examination;
- The supervisor returns the completed paperwork to the RFS office;
- The RFS enter into MET the dates of examination completion and any required work restrictions;
- The supervisor, RPMES, ROSHM, and SECM may verify the completion of the examination and any work restrictions by reviewing the MET status reports.

**MET tracks "no shows", and will provide easy access to program activity statistics.**
Employees not appearing at a second scheduled examination will be canceled. The names and organizations of employees missing medical monitoring examinations will be reported to AEE, ANS and AAM. An examination that was canceled due to two no-shows may be requested again.

## Special Issues

### Privacy
MET does not include any sensitive medical information. Case information in MET excludes private information such as SSN and medical history or findings. No private medical information will be contained in the database. Only information that OSHA requires examining physicians to provide the employer is included in reports: (1) the dates of examination request and completion, and (2) any required medical work restrictions.

### Program Accountability
Examination status and summary activity reports may be reviewed on-line or printed from MET, ROSHM, RPMES, SECM, RFS, AEE, ANS, and AAM. Standard reports would show "exams requested," "exams completed," "types of examinations," "no shows," and "exams canceled" by region, quarter and FY.

### Exclusions
MET is not intended for requesting pilot and air traffic controller examinations. Those procedures remain unchanged.

## Conclusion

MET will be a cost and labor efficient tool. Using a FAA Intranet web-site and database, MET will improve communication between RPMES, ROSHM, SECM, RFS, AEE, ANS, and AAM, and enhance the FAA's compliance with OSHA mandated and FAA directed medical monitoring examinations.